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MANAGEMENT

DIRECTIVE

10-11-11

OFFICE OF SPECIAL ACTIVITIES
OSA HQS DIRECTIVE NO. 7-5-2

MANAGEMENT
2 JUNE 1971

RECISION : OSA HQS NOTICE 7-1-69 Dated 16 April 1969

MODEL 3600 III XEROX OPERATING INSTRUCTIONS

1. On normal workdays the Xerox machine will be set up prior to 0800 hours and shut down at 1630 hours. After normal duty hours and on weekends and holidays, the key to the machine may be obtained from the GSA guard. Individuals are required to sign for the key upon receipt and to return the key to the guard when finished. NOTE: Personnel who intend to operate the Model 3600 III on such occasions should attend instruction classes presented by OSA, SPS or OEL Key Operators upon request.

2. The following setting-up procedures apply:

a. Unlock and raise the top cover located on the right side of the machine.

b. Press the MAIN POWER ON button, then lower and secure the top cover.

c. Press the POWER ON button on the front panel. The Model 3600 III will begin its warm-up period.

d. The warm-up period takes up to five minutes, during which period the NOT READY light is on.

e. After the warm-up period, the NOT READY indicator will go out and the READY indicator will light up. Now the Model 3600 III is ready to reproduce copies.

3. DO NOT ADJUST ANY SWITCHES, BUTTONS or DIALS under the top cover. They are adjusted ONLY BY AUTHORIZED XEROX PERSONNEL. Only the MAIN POWER ON button is to be touched by the operator. Unnecessary or unauthorized adjustments may cause poor quality of copies and may possibly put the machine out of commission.

4. Upon completion, turn the MAIN POWER button to OFF and secure the top cover and return the key to the guard. The operator is responsible for the security of the Xerox room before departing.

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